



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C4

For the meeting of: August 28, 2018

Date: June 25, 2018
To: Board of Supervisors
From: Clerk of the Board
Subject: Appointment of Rose Gibbens to the First Five Humboldt Commission

RECOMMENDATION(S): That the Board of Supervisors approve the appointment of Rose Gibbens to the First Five Humboldt Commission for a three year term expiring on July 10, 2021.

SOURCE OF FUNDING: N/A

DISCUSSION: The Humboldt County Board of Supervisors is the governing and appointing body for the First Five Humboldt Commission. As such, the Board has received a request from the Executive Director to appoint Rose Gibbens to the First Five Humboldt Commission. Her term will expire on July 10, 2021.

Per the Board of Supervisors Protocol for Board of Supervisor Appointments approved on June 20, 2017, (Section 5) there are exceptions to the protocol that allow for only one agenda item under "Consent" be brought before the Board of Supervisors by the Clerk of the Board based on applications, recommendations by the District specific Supervisor, recommendation by the Committee, Commission or Board or for various other reasons.

Appointments/reappointments to the First Five Humboldt Commission meets the exception criteria of the Board's protocol as defined above.

Please note: There were two (2) vacancies posted by the Clerk of the Board on February 13, 2018. There is currently one (1) vacancy remaining.

FINANCIAL IMPACT: N/A

Prepared by Kathy Hayes

Signature *Kathy Hayes*

REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell Seconded by Supervisor Bass

Ayes Bass, Fennell, Sundberg, Bahn
Nays _____
Abstain _____
Absent Wilson

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 8/28/18

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS:

Attachment # 1:	First Five Humboldt Commission Roster
Attachment # 2:	Letter Requesting Appointment
Attachment # 3:	Application

CHILDREN AND FAMILIES COMMISSION (FIRST 5 HUMBOLDT)

AUTHORITY: Section 130140 of the Health and Safety Code
County Ordinance Nos. 2299, 2185 and 2222

APPOINTING POWER: Board of Supervisors

MEMBERS: At least five, but no more than nine

QUALIFICATIONS: Residents of Humboldt County and Categorical Requirements

TERM: **County representatives:** Four Years
Public members: Three members serve 3-year terms and three members serve 4-year terms (no appointee shall serve for more than two consecutive terms). (Regardless of appointment date, terms expire on the original appointment dates)

FUNCTION: Adopt an adequate and complete county strategic plan for support and improvement of early childhood development within the County, consistent with the requirements of the *California Children and Families First Act of 1998* and any state regulations or guidelines hereinafter enacted to implement the Act.

DISCLOSURE CATEGORIES: 1-7

<u>NAME</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
<u>Board of Supervisors (1)</u> Mike Wilson 825 Fifth Street, Suite 111 Eureka, CA 95501-1153 476-2394 445-7299 (fax) mwilson@co.humboldt.ca.us	01/03/17		12/30/17
Supervisor Bohn is the alternate representative and was re-appointed on 01/03/17			
<u>Public Health Branch (1)</u> Megan Blanchard mblanchard@co.humboldt.ca.us	01/17/17	6/20/17	June 2019
<u>Social Services Branch (1)</u> Sheryl Lyons slyons@co.humboldt.ca.us	06/05/18		June 2019
<u>Public (2-6)</u> Connie Sundberg (Changing Tides Family Services)	10/6/15	11/7/17	12/03/21

csundberg@suddenlink.net

FIRST 5 HUMBOLDT (CHILDREN AND FAMILIES COMMISSION)

<u>NAME</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
--------------------	-------------------------	---------------------------	-----------------------

Lorey Keele (Redwood Community Action Agency)	03/28/17	1/23/2018	01/23/22
--	----------	-----------	----------

lkeele@rcaa.org

Sydney Fisher Larson	01/28/14	01/17/17	01/17/20
----------------------	----------	----------	----------

sydnevetlarson@gmail.com

Dian Pecora	01/28/14	01/17/17	01/17/20
-------------	----------	----------	----------

dmpecora@att.net

Rose Gibbens	07/10/2018		07/10/21
--------------	------------	--	----------

rogibbens@yuroktribe.nsn.us

VACANT

Contact: Andrea Sousa
325 2nd Street, Suite 201
Eureka, CA 95501
Phone: 445-7389
Fax: 445-7349
asousa@co.humboldt.ca.us

Damico, Tracy

From: Damico, Tracy
Sent: Monday, June 25, 2018 3:47 PM
To: Damico, Tracy
Subject: RE: First 5 commission application

From: Hansen, Mary Ann
Sent: Monday, June 25, 2018 2:46 PM
To: Hayes, Kathy <KHayes@co.humboldt.ca.us>
Cc: Sousa, Andrea <ASousa@co.humboldt.ca.us>
Subject: FW: First 5 commission application

Hi, Kathy. First 5 is recommending Rose Gibben's application to the Commission. It would be a four-year term.

Please let me know if you need anything further from us.

All the best,

Mary Ann Hansen, M.A., IFEC-TMHP, RPF I
Executive Director
First 5 Humboldt
325 Second Street, Ste. 201
Eureka, CA 95501
(707) 445-7389
first5humboldt.org





CLERK OF THE BOARD DIVISION
OF THE BOARD OF SUPERVISORS' OFFICE

COUNTY OF HUMBOLDT

825 FIFTH STREET
EUREKA, CALIF. 95501-1153

PHONE (707) 476-2384; 445-7299 (FAX)

APPLICATION TO SERVE ON THE HUMBOLDT COUNTY FIRST FIVE HUMBOLDT COMMITTEE

APPLICANT NAME: Rose Gibbens

MAILING ADDRESS: _____
Eureka, Ca 95503

TELEPHONE: Home: _____ Work: _____ Fax: _____

E-MAIL ADDRESS: rogibbens@yuroktribe.nsn.us

OCCUPATION: Yurok Tribe Head Start Manager

PERSONAL REFERENCES:

(1) Alisha Olmo PHONE: _____
(2) Jodie Marynowski PHONE: _____

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? ☒ NO ☐ YES

PLEASE WRITE A BRIEF STATEMENT DESCRIBING WHY YOU'RE INTERESTED IN SERVING ON THE FIRST FIVE HUMBOLDT COMMITTEE.

First 5 had been a great partner and support to the Yurok Tribe Head Start and I would appreciate the opportunity to help continue and build First 5 in offering comprehensive services to Humboldt families. As a tribal person (of mixed decent) and the Manager of the Yurok Tribe Head start for 2 years, I am aware of issues that effect our tribal communities and my hope is that I can lend to First Five processes with some of my knowledge and awareness of tribal issues, build relationships within the organization and learn from those on the commission that have been part of the First five evolution. I hope that you will consider me for the First Five Humboldt Committee.

Respectfully,

Rose Gibbens
Yurok Tribe Head Start Manager

PLEASE ATTACH A CURRENT RESUME.

DATE: 6-11-18 SIGNATURE: 

I declare under penalty of perjury under the laws of the State of California that the above is true and correct

SUBMIT THIS APPLICATION TO:
HUMBOLDT COUNTY FIRST FIVE HUMBOLDT COMMITTEE, Clerk of the Board, 825 Fifth Street, Suite 111,
Eureka, CA 95501-1153.

DATE TO SUPERVISOR _____ DATE APPROVED _____ NOT APPROVED _____

Rose Gibbens

Education & Trainings

Humboldt State University, Arcata CA.(1995-1997 & 2004-2007)

Candidate for B.A. in Native American Studies with a minor in American Indian Education

- Effective Communication Training (2017 by Humboldt Mediators)
- Employee Misconduct Investigative Training (Feb 2017)
- A member of the Humboldt County Cultural Proficiently Collaborative group from 2013-2016

Skills & Abilities

- Ensured compliance for 3 Head Start centers and 45 employees to Head Start Performance Standards, Tribal Policies and Internal Procedures
- Submitted and received grant application for 2.3 million dollar Head Start Grant and tracked all revenue and expenditures
- Ability to work in high stress, fast paced environment
- Investigate and address parent/community member complaints and concerns while maintaining confidentiality of all parties involved
- Create policies based on multiple performance standards/policies & procedures
- Conducted monthly meetings for governing body including review, updating and creating policies as necessary.
- Maintain detailed records of personnel files
- Maintained and added information to the Child plus database system that tracked all aspects of the program including staff and clients served
- Compiled data for a yearly Program Information Report due to the funding source
- Responsible for all recruitment of new Head Start employees, ensuring educational qualifications and creating /updating professional development plans for all staff
- Worked with a local college to set up Early Childhood Education Classes at the Tribal office for employees
- Set up Monthly trainings for employees to meet Grant requirements and planned yearly Pre-Service trainings including trainers and food
- Maintain multiple online databases and pull reports to aggregate data for assessment & reporting purposes

Experience

Head Start Manager, Yurok Tribe Head Start, Eureka/Klamath/Kepel, Ca. (April 2016– Current) Full Time

- Ensure compliance of Head Start Performance Standards & company policies for 3 sites and 45 employees
- Correspond with program specialist in Washington D.C on all program matter and program reviews
- Submit yearly Grant including budgets, budget justification, budget narrative and all supporting documents

Experience Cont.

Site Supervisor/Family Service Coordinator, Yurok Tribe Head Start, Eureka, Ca.

(April 2014– April 2016) Full Time

- Monitor staff to ensure compliance and adherence to Head Start performance standards and company policies
- Responsible for entering all information into Child Plus online system for tracking purposes and maintaining children's files for compliance
- Maintain files for 45 children including confidentiality of file contents
- Supervise 15 staff at a year round head Start site

Early Head Start/Head Start Home Base Teacher, Yurok Tribe Head Start, Eureka Ca.

(August 2011– April 2014) Full Time

- Set up and communicate with 12 families to do weekly 1.5 hour home visits for children to work on all developmental domains
- Maintain files, paperwork and assessments on the 12 children that I worked with weekly. Log all child information in to Child Plus online, ASQ online (screenings) & DRDP online (ongoing assessments).
- Organize materials from appropriate curriculum based on individual goals for each weekly home visit
- Working at a site where my supervisor is not present every day, I work well with other coworkers and am self-sufficient and reliable

Office Manager, Yurok Housing Authority, Klamath/Hoopa Ca.

(Dec 2009– June 2010) Full Time

- Was Instrumental in opening up a satellite office
- Set up office and assembled office furniture including desks, fax machine, printer and phone system
- Created several template for various functions such as order forms, material lists, supply tracking forms etc.
- Secured Purchase Orders for all building projects and office needs
- Oversaw all daily office operation & assisted construction crews when necessary

J.O.M Site Supervisor, Yurok Tribe, Eureka, CA.

(March 2008–July 2008) Full Time

- Supervised student and adult tutors who worked at numerous schools in Humboldt County.
- Worked with school employees to set up tutoring as well as assisting Native American clubs with events and fundraisers. In addition,
- Responsible for reporting all progress and updates to the education director in weekly meetings.
- Coordinated a graduation ceremony for all Yurok Tribal member graduates in the Eureka, Arcata and McKinleyville areas.

Bartender, Cher-ae Heights, Trinidad, CA.

(October 2005-December 2009) Part-time

Student Advisor, Northern Humboldt Unified School District, CA.

(September 2004-July 2005) Part-time

- Served as a tutor for middle school and high school students.
- Maintaining a matrix to track attendance and grades of Indian students at Arcata High School, Sunny Brae Middle School, and Jacoby Creek Elementary

Experience Cont. **Cocktail Waitress, Cher-ae Heights, Trinidad, CA.**
(October 2004-October 2005) Part-time

Cashier, Cher-ae Heights, Trinidad, CA.
(February 2002-October 2004) Part-time

Property Manager, Cottage Realty, McKinleyville, CA.
(August 2003-August 2004) Full-time

- Managed approximately 120 Rental units, included advertising all open properties, updating the website, screening applicants, move-in and move-out walk throughs, yearly inspections, collecting rent, sending out tenant notices,
- Organizing paper work/keeping records, and placing all service calls.

IC/ISO Residual Processor, Humboldt Bank, Eureka, CA.
(August 2001–August 2003) Full-time

- Responsible for calculating and paying out residuals to Independent Contractors/Independent Sales Organizations based on monthly commission sales which often exceeded one million dollars.
- Duties included balancing accounts, formatting reports in Excel, debiting accounts via ACH, and corresponding with the Independent Contractors/Independent Sales Organizations on a daily basis to answer any questions that arose. I also adhered to written and verbal requests from department heads and Sales Representatives.

**Contract Review Representative/Administrative Clerk, Humboldt Bank
Eureka, CA. (April–August 2001) Full-time**

- My responsibilities included; reviewing and sending out contracts between the bank and Independent contractors, maintaining the several contracts in a neat and orderly fashion, and corresponding with sales associates as necessary.
- My counter duties included; typing hand written letters, memos, meeting minutes and other requested documents for seven different managers.

**Medical Biller, Eureka Internal Medicine, Eureka
Eureka, CA. (April–August 2001) Full-time**

- As a billing clerk, I helped patients on a daily basis with questions or complaints either over the phone or in person.
- I also handled accounts receivable including corresponding with insurance companies regarding patient's accounts and bill payment.
- My other duties included registering or changing patient insurance information in the computer, working on problem patient accounts that needed attention, organizing phone schedules, typing instructions for various office equipment and double checking patient information sheets.
- I also ran insurance claims and sent them out weekly, boxed up & kept files in order, & processed incoming mail, including payments

Professional References	Alisha Olmo	(707) 599-2705
	Jesika Sheaf	(707) 798-0126
	Autumn Jimenez	(707) 496-5668